

HOW TO MAP CASE PLANS IN FACES.NET

CREATION DATE: August 24, 2006

Child And Family Services
400 6th Street, SW
Washington, DC 20024
FAMILY CASE PLAN

I. CASE INFORMATION

Case Name: Caseà Case Summary Family #: Caseà Case Summary Date Case Opened: Caseà Case Summary

Date of Plan: Caseà Case Planà Reportà Family Case Planà Select Case Plan Reportà Case Plan Date

Date Of Previous Plan: Caseà Case Planà Reportà Family Case Planà List of previous plans

Amend Date: Caseà Case Planà Reportà Family Case Planà Select Case Plan Reportà Amend button

Family Worker: Caseà Otherà Assign

Family Worker's Supervisor: Contact HR to update

Program: Contact HR to update

Phone #: Contact HR to update

II. FAMILY INFORMATION

Mother: Caseà Clientà Client Listà Select Childà Relationshipsà Enter mother's relationship as Mother (biological). Repeat for each child

Client #: Caseà Client Listà View number next to Mother's name

Mother of: Caseà Clientà Client Listà Select Motherà Relationships

Address: Caseà Clientà Client Listà Select Motherà Demographicsà Address

Home Phone:
Caseà Clientà Client Listà Select Motherà Demographicsà Phone#

Work Phone:
Caseà Clientà Client Listà Select Motherà Demographicsà Phone#

Date Of Birth: Caseà Clientà Client Listà Select Motherà General Infoà Client tab

Father: Caseà Clientà Client Listà Select Childà Relationshipsà Enter father's relationship as Father (biological). Repeat for each child.

Client #: Caseà Clientà Client Listà View number next to Father's name

Address: Caseà Clientà Client Listà Select Fatherà Demographicsà Address

Home Phone: Caseà Clientà Client Listà Select Motherà Demographicsà Phone#

Work Phone:
Caseà Clientà Client Listà Select Fatherà Demographicsà Phone#

Date of Birth:
Caseà Clientà Client Listà Select Fatherà General Infoà Client tab

Children

DOB

Living
Arrangement

Caseà Clientà Client Listà Select Motherà View relationships for sons and daughters

Caseà Clientà Client Listà Select Clientà General Infoà Client tabà

Caseà Clientà Client Listà Select Clientà General Infoà Residence tab

III.FAMILY GOAL:

Caseà Case Planà Reportà Family Case Planà Select Case Plan Reportà Family Goal field

IV.REASON(S) FOR AGENCY INVOLVEMENT:

Caseà Case Planà Reportà Family Case Planà Select Case Plan Reportà Narrative Tab

V.SAFETY ASSESSMENT OF HOME FROM WHICH CHILD(REN) WERE REMOVED:

Safety Plan Date: Caseà Case Planà Reportà Family Case Planà Select Case Plan Reportà Select Safety Plan (the Safety Plan conclusion must be complete in order to select the safety plan for the report)

Safety Decision: Caseà Case Planà Assessmentà Safety Planà List of Safety Plansà Select Safety Plan Reportà Conclusion

Explanation Text: Caseà Case Planà Assessmentà Safety Planà List of Safety Plansà Select Safety Plan Reportà Conclusion

Override Decision: Caseà Case Planà Assessmentà Safety Planà List of Safety Plansà Select Safety Plan Reportà Conclusion

Override Comment: Caseà Case Planà Assessmentà Safety Planà List of Safety Plansà Select Safety Plan Reportà Conclusion

VI. PSYCHOSOCIAL ASSESSMENT:

Name of Caretaker: Caseà Case Planà Assessmentà Family Assmntsà List of Family Assmntsà Select Caretaker. Caretakers listed here are listed as Caretaker "Yes" in the Client Relations screens.

Caseà Case Planà Assessmentà Family Assmntsà Choices selected by user are shown in table form

VII. FAMILY DYNAMICS (FAMILY COMPOSITION, FAMILY STRENGTHS, FAMILY INTERACTIONS AND SUPPORT SYSTEM)

Caseà Case Planà Reportà Family Case Planà Select Case Plan Reportà Narrative Tab

VIII. PARENT/CARETAKER MOTIVATION TO CHANGE

Caseà Case Planà Reportà Family Case Planà Select Case Plan Reportà Narrative Tab

IX. PROGRESS TOWARD GOAL ACHIEVEMENT

Caseà Case Planà Reportà Family Case Planà Select Case Plan Reportà Progress Tab

X. PARENT/CAREGIVER(S)/CHILD(14+) SATISFIED WITH SERVICES?

Caseà Case Planà Reportà Family Case Planà Select Case Plan Reportà Narrative Tab

XI. PARTICIPATION OF PARENT(S), CHILD(REN), AND SIGNIFICANT PARTICIPANTS IN THE DEVELOPMENT OF THE CASE PLAN

Caseà Case Planà Reportà Family Case Planà Select Case Plan Reportà Narrative Tab

XII. PARENT/CAREGIVER(S) AGREEMENT WITH CASE PLAN

Caseà Case Planà Reportà Family Case Planà Select Case Plan Reportà Narrative Tab

XIII. AMENDMENT

Caseà Case Planà Reportà Family Case Planà Select Case Plan Reportà Admend button

Client/Participants:

_____ Date

_____ Date

_____ Date

_____ Date

Social Worker: _____
Caseà Otherà Assign _____ Date

Supervisor: _____
Contact HR to update _____ Date

Service Agreement

Case Name: Case Summary

Case ID: Case Summary

Service Plan Assessment Date: Caseà Case Planà Reportà Family Case Planà Select Case Plan Reportà Date of service plan which you pulled into the report

Client Name: Caseà Case Planà
Service Planà List of Service
Plansà Objectivesà Client Field

Date of Birth: Caseà Clientà Client Listà
Select clientà General Infoà Client tab

Permanency Goal: Caseà Case Planà Permanency Planà Select Clientà Goal without an end-date

Objective	Measures	Tasks	Frequency
Caseà Case Planà Service Planà List of Service Plansà Objectives entered for the above client	Caseà Case Planà Service Planà List of Service Plansà Objectives	Caseà Case Planà Service Planà List of Service Plansà Client Tasks entered for the above client	Caseà Case Planà Service Planà List of Service Plansà Client Tasks

Objective: Caseà Case Planà Service Planà List of Service Plansà Objectives entered for the above client

Services:	Provider:	Tasks:
Caseà Case Planà Service Planà List of Service Plansà Plan Services Entered for the above objective	Caseà Case Planà Service Planà List of Service Plansà Provider entered for current service	Caseà Case Planà Service Planà List of Service Plansà Tasks entered for current Provider

Case Management Tasks: Caseà Case Planà Service Planà List of Service Plansà Case Management tasks entered for the above client objective

Client/Participants:

	Date
	Date
	Date
Social Worker: Caseà Otherà Assign	Date
Supervisory Social Worker: Contact HR to update	Date

CHILD CASE PLAN
Where do you go in FACES to enter the information?

I. CASE INFORMATION

Child's Name: Caseà Case Planà Reportà Child Case Planà
Select Case Plan Reportà Select Child

Client #: Caseà Clientà
Client Listà view number next to child's name

DOB: Caseà Clientà Client Listà
Select Childà General Infoà Client
tab

SSN: Caseà Clientà Client
List à Select Childà Childà General
Infoà Client tab

Social File#: Caseà Courtà Court
Numbersà select client

Date Case Opened: Case Summary

Family #: Case Summary

Date of Plan: Caseà Case Planà
Reportà Child Case Planà
Select Childà Case Plan Date

Date of Previous Plan: Caseà Case
Planà Report à Child Case Plan à
Select Child à List of all previous plans
for this child

Next Due Date: Caseà Case Planà
Report à Child Case Plan à Select Child
à Select Case Plan Report à
Plans/Assessment tab

Amend Date: Caseà Case Planà Reportà Child Case Planà Select Childà Select Case Plan Reportà Amend

Approval Date: Caseà Case Planà Reportà Child Case Planà Select Case Plan Reportà Approval button

Social Worker: Worker who created the case plan

Supervisor: Contact HR to update

Program Area: Contact HR to update

Phone #: Contact HR to update

II. FAMILY INFORMATION

Mother: Caseà Clientà Client Listà Select
Childà Relationshipsà Enter Mother's relationship as
Mother(biological)

Client #: Caseà Clientà Client Listà
View number next to Mother's name

Address: Caseà Clientà Client Listà
Select Motherà Demographicsà Address

Work: Caseà Clientà Client Listà
Select Motherà Demographicsà Phone#

Home Phone: Caseà Clientà Client Listà Select Motherà
Demographicsà Phone#

Date of Birth: Caseà Clientà Client Listà
Select Motherà General Infoà Client tab

Father: Caseà Clientà Client Listà Select Childà
Relationshipsà Enter Father's relationship as
Father(biological)

Client #: Caseà Clientà Client Listà
View number next to Father's name

Address: Caseà Clientà Client Listà
Select Fatherà Demographicsà Address

Work: Caseà Clientà Client Listà
Select Fatherà Demographicsà Phone#

Home Phone: Caseà Clientà Client Listà Select Fatherà
Demographicsà Phone#

Date of Birth: Caseà Clientà Client Listà
Select Motherà General Infoà Client tab

III. PERMANENCY PLANNING GOALS

Permanency Goal Caseà Case Planà Permanency Planà Select childà Goal without an end-date	Concurrent Goal Caseà Case Planà Permanency Planà Select childà Goal without an end-	Living Arrangement Caseà Clientà Client Listà Select Childà General Infoà Residence tab
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If you have any additional questions, please contact the Help Desk at (202) 461-1009.

Last Updated: October 30, 2006

IV. Reason(s) For Agency Involvement:

Caseà Case Planà Reportà Child Case Planà Select Childà Select Case Plan Reportà Narrative tab

V. SAFETY ASSESSMENT OF HOME FROM WHICH CHILD(REN) WAS REMOVED:

Safety Plan Assessment Date: Caseà Case Planà Reportà Child Case Planà Select Childà Select Reportà Select Safety Plan (the Safety Plan conclusion must be complete in order to select the Safety plan in report)

Safety Decision: Caseà Case Planà Assessmentà Safety Planà List of Safety Plansà Select Case Plan Reportà Conclusion

Explanation Text: Caseà Case Planà Assessmentà Safety Planà List of Safety Plansà Conclusion

Override Decision: Caseà Case Planà Assessmentà Safety Planà List of Safety Plansà Conclusion

Override Comment: Caseà Case Planà Assessmentà Safety Planà List of Safety Plansà Conclusion

VI. RELATIVE RESOURCES AND SIGNIFICANT OTHERS:

Name: Relationship: Address: Phone Number(s):

Caseà Collateralà Associated Clientsà Fields listed above completed

VII. PLACEMENT:

Conditions of Removal: Caseà Removalà List of Clientsà Home Removalà Parents tab

Type of Placement: Caseà Placementà List of Clientsà Placeà List of Placement Episodesà Enterà Provider Detailsà Services searched to select this provider

Out of State Placement: Caseà Placementà List of Clientsà Placeà List of Placement Episodesà Enterà Provider Detailsà Address

ICPC Status: Caseà Placementà List of Clientsà List of ICPC100Aà

If Pending, date Submitted: Caseà Placementà List of Clientsà List of ICPC100Aà Select ICPCà Placement Decision Tab

Reason and Appropriateness of Placement Choice: Caseà Case Planà Reportà Child Case Planà Select Childà Select Case Planà Narrative tab

The placement complies with the following mandate(s): Caseà Placementà List of Clientsà Placeà List of Placement Episodesà Enterà Placement Mandates select boxà Supporting Info tab

Date Of Current Placement: Caseà Placementà List of Clientsà Placeà List of Placement Episodesà Enterà Entry Date

#Previous Placements: Caseà Placementà List of Clientsà Placeà View All Placements Episodes

Is child currently in abscondence: If Yes, Date: Caseà Clientà Abscondenceà List of Clientsà Custody Orderà Date

VIII. VISITATION PLAN WITH PARENT/GUARDIAN:

Participants	Supervision Type	Frequency	Location	Start Date	End Date
Caseà Visitsà Visit Planà Plan which includes the child selected for this case plan.					

IX. EDUCATIONAL STATUS

School: Caseà Clientà Client Listà Employment/Educationà Education

Address: Caseà Clientà Client Listà Employment/Educationà Education

Date Enrolled: Caseà Clientà Client Listà Employment/Educationà Education
à School/Daycare Tabà Enrollment Date

Status: Caseà Clientà Client Listà Employment/
Educationà Educationà Education tabà Education Status

Grade: Caseà Clientà Client Listà Employment/Educationà Educationà Current Grade Level

Special Education:

Caseà Clientà Client Listà Employment/Educationà Educationà Education Tabà Educational Performance

Has Child Repeated A grade? Caseà Clientà Client Listà Employment/Educationà Educationà Education Tabà Grade Repeated

Contact Person/Teacher:

Caseà Collateralà Relationship to Family = School Staff
or Teacherà Child is an associated Client

Phone #:

Caseà Collateralà Relationship to Family = School Staff or
Teacherà Child is an associated Clientà Contact Info tab

X. HEALTH STATUS

Primary Physician's Name:

Caseà Collateralà Relationship to Family= Physician (Primary)à
Child is an associated client

Phone #:

Caseà Collateralà Relationship to
Family=Physician (Primary)à Child
is an associated clientà Contact Info
tab

Address:

Caseà Collateralà Relationship to Family= Physician (Primary)à
Child is an associated clientà Contact Info tab

Primary Dentist's Name:

Caseà Collateralà Relationship to Family= Dentist (Primary)à
Child is an associated client

Phone #:

Caseà Collateralà Relationship to
Family= Dentist (Primary)à Child
is an associated clientà Contact
Info tab

Primary Dentist's Address:

Caseà Collateralà Relationship to Family= Physician (Primary)à
Child is an associated client

Allergies: Caseà Clientà Client Listà Healthà Allergies

Medical Update: Caseà Case Planà Reportà Child Case Planà Select Child à Select Case Plan Reportà Progress Tab

XI. CHILD'S SPECIAL NEEDS/STRENGTHS ASSESSMENT

1. Behavioral/Personality

Strengths:

Caseà Case Planà Assessmentà Family Assmntsà Strengths and Barriersà Select Clientà Strengths select box

Needs:

Caseà Case Planà Assessmentà Family Assmntsà Strengths and Barriersà Select Clientà Needs select box

2. Developmental

Strengths:

Caseà Case Planà Assessmentà Family Assmntsà Strengths and Barriersà Select Clientà Strengths select box

Needs:

Caseà Case Planà Assessmentà Family Assmntsà Strengths and Barriersà Select Clientà Needs select box

3. Educational

Strengths:

Caseà Case Planà Assessmentà Family Assmntsà Strengths and Barriersà Select Clientà Strengths select box

Needs:

Caseà Case Planà Assessmentà Family Assmntsà Strengths and Barriersà Select Clientà Needs select box

4. Medical/Health

Strengths:

Caseà Case Planà Assessmentà Family Assmntsà Strengths and Barriersà Select Clientà Strengths select box

Needs:

Caseà Case Planà Assessmentà Family Assmntsà Strengths and Barriersà Select Clientà Needs select box

XII. JUDICIAL INFORMATION

Legal Status:

Date:

Caseà Courtà Statusà Select Childà Legal status

Date of Last Hearing: Caseà Courtà Hearingà List of Hearingà Most Recent, but Past Hearingà Child listed as respondent

Judge: Caseà Courtà Hearingà List of Hearingà Most Recent, but Past Hearingà Child listed as respondentà Judge

Date and time of Next Hearing: Caseà Courtà Hearingà List of Hearingà Nearest Future Hearingà Child listed as respondentà Date and time of next hearing

XIII. ADMINISTRATIVE REVIEW INFORMATION

Date of Last Review:

Recommendations from Review:

Reviewer:

Date and time of next review:

This information is completed by the admin reviewer.

XIV. PROGRESS TOWARD GOAL ACHIEVEMENT

Caseà Case Planà Reportà Child Case Planà Select Childà Select Case Plan Reportà Progress Tab

XV. PARENT/CAREGIVER(S)/CHILD(14+) SATISFIED WITH SERVICES?

Caseà Case Planà Reportà Child Case Planà Select Childà Select Case Plan Reportà Narrative Tab

XVI. PARTICIPATION OF PARENTS, CHILD(REN), AND SIGNIFICANT PARTICIPANTS IN THE DEVELOPMENT OF THE CASE PLAN

Caseà Case Planà Reportà Child Case Planà Select Childà Select Case Plan Reportà Narrative Tab

XVII. PARENT/CAREGIVER(S) AGREEMENT WITH CASE PLAN

Caseà Case Planà Reportà Child Case Planà Select Childà Select Case Plan Reportà Narrative Tab

XVIII. AMENDMENT

Caseà Case Planà Reportà Child Case Planà Select Childà Amend button

Client/Participants:

Date

Social Worker: Social worker who created the case plan

Date:

Supervisor: Contact HR to update

Date:



Note:

Child Case Plan Service Agreement is exactly the same as the Family Case Plan Service Agreement, except that it only includes information about the child you selected.